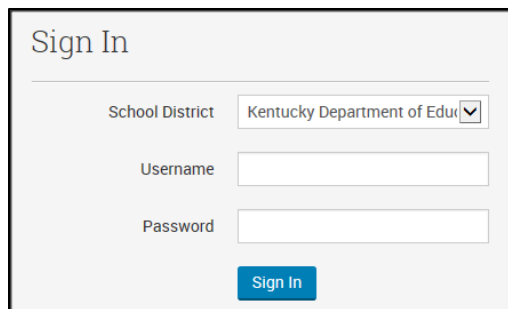## Schoolnet: Password Change & Requirements

Audience Roles: Teacher, Leadership, Staff

This document shows the steps for changing a CIITS user's password along with the password requirements. Users will be prompted to change their password every 120 days.

Sign in to CIITS

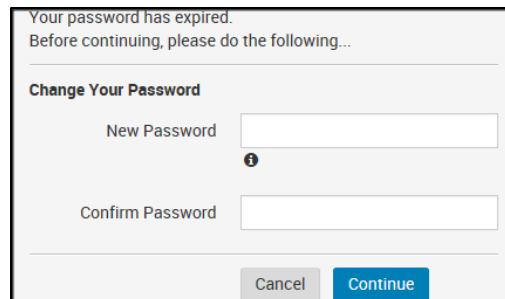1. Sign in to CIITS by selecting your current district and entering your current **Username** and **Password**

2. The system will prompt you to **Change Your Password**
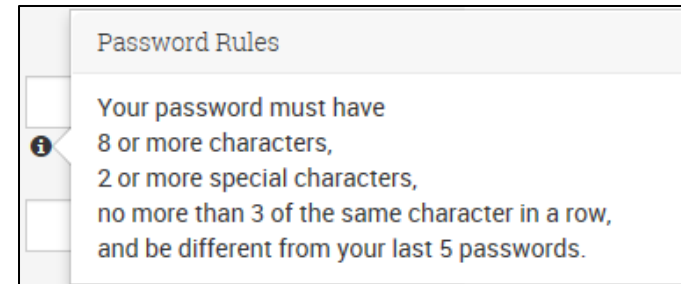
3. Hover over the ⓘ to view the **Password Rules**

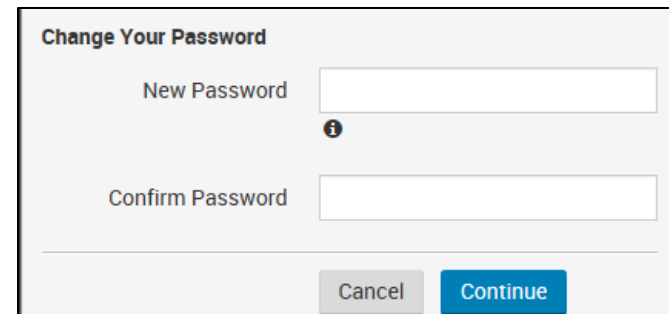   **Password Rules**

   Your password must have
   8 or more characters,
   2 or more special characters,
   no more than 3 of the same character in a row,
   and be different from your last 5 passwords.

   Note: Password must be at least 8 characters with 2 or more special characters and no more than 3 of the same characters in a row. Password must also be different from the last 5 passwords used for CIITS.

4. Type in your **New Password** and then **Confirm Password** and click **Continue**

5. This will log you in to the system as usual and your password will be changed.

   Note: For a video of this process click here.